

Appendix B:

APPROVAL REQUIREMENTS

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Accessory Buildings			New construction, demolition, and moving.
Attachments			Attachments such as utility buildings and carports.
Awnings and Canopies			Adding awnings and canopies.
Balconies and Decks	Repair of existing with same materials.	Rebuilding or replicating and original.	Addition of balcony and deck where none previously existed.
Carrara, Pigmented, and Leaded Glass	Removal of broken or hazardous pieces; repairing existing glass.		Removal of existing intact glass.
Certificate of Appropriateness		Renewal of a Certificate of Appropriateness before 6 months.	Certificate of Appropriateness.
Chain Link Fences (See <i>Fencing and Gates</i>)	Removal		
Cleaning Masonry	Chemical or low pressure water cleaning.		Use of harsh cleaning treatments.

Type of Work:	No Approval Require For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Color			Pre-finished or factory finished building components.
Cornices	Repair using existing materials and duplicating design.	Rebuilding formerly existing cornice detailing.	Any work that does not duplicate original appearance.
Demolition			Demolition of any building or part thereof.
Doors	Repair of existing or original doors with same materials.		Replacement of original doors. Changes in door openings. Stained glass panels. Security grills or bars.
Fencing and Gates (See Masonry Walls)	Replacing or repair of existing with same materials.		All types.
Fire Escapes	Repair of existing escapes.		All types of fire escapes.
Flag Pole	Any installations.		
Gutters	Replacement or repair with similar style and material of existing.	Roofing over built-in gutters and adding new gutter to overhang if style and color is appropriate and no architectural details are obscured.	Installing gutters which obscure or change architectural detailing of style of facade or building.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Landscaping (See Trees)	Tree planting, trimming, and general landscaping.		
Masonry Foundation	Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible. Installation of metal foundation vents (on sides and rear only), and replacement of wood access doors. Installation of foundation access doors which are not in public view.		Repair or replacement where new material does not match existing.
Masonry Walls	Walls not in public view and under 18 inches in height.		All walls in public view or over 18 inches in height.
Metal Storefronts (Architectural Metals)	Cleaning with appropriate methods. (See Painting).		Removal or alteration.
Miscellaneous			Any type of alteration of exterior features of a building, site, or environment which is not specifically listed.
Moving a Building			Moving a building.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
New Construction or Additions			All new construction and additions.
Lighting (Exterior)			Removal or alteration of significant architectural fixtures. Additions of permanent, general illumination fixtures of the metal halide, mercury vapor, or high pressure sodium varieties.
Mechanical Equipment	Installation of residential mechanical equipment such as heating and air conditioning units which are not in public view.		All commercial mechanical equipment.
Paintings and Coatings	Repainting any material other than masonry and using gentle paint removal methods.		Paint colors for new construction. Painting unpainted masonry—stone, brick, terra cotta.
Parking Lots	Resurfacing with same material.		Construction or enlargement of parking lot.
Patios, Walks, and Driveways	Repair or replacement of patios, walks, and driveways with similar materials and design.		All new patios, walks, and driveways.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Playground Equipment, Commercial and Institutional			All new commercial and institutional playground equipment.
Porch Fixtures (<i>See Lighting</i>)	Flag brackets, house or address numbers, mail boxes.		
Porch Steps	Repair of existing with same materials and color provided existing details and features such as handrails, balusters, columns, and roofs are not altered.		Removal of porch, new porch or steps, and enclosing a porch or steps.
Public Right-of-Way Improvements			Changes in street lights, paving, disturbing root systems, landscaping, and sidewalks.
Repointing Old or Existing Mortar Joint	Repointing with mortar of same color as original.		Repointing with material different than existing.
Roof Shape	Repairs which do not change the shape or texture.		Repairs or changes which alter roof shape.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Roofing Material	Repairs or replacement using same materials, color, and texture and existing architectural features such as dormers, windows, cupolas, cornices, brackets, chimneys and crestings are retained.		Roofing repair or replacement with materials currently existing inappropriate to style and period of building or repairs which obscure or change original architectural features. Replacement of shingles with a lighter color.
Roofing Vents	Additions not visible from the public right-of-way.		Additions in public view.
Sandblasting, Waterblasting, Etc.	Sandblasting metal and low pressure water cleaning.		Blasting all other materials.
Satellite Dishes and Transmitting Antennas	Interior installation.		All other installation.
Security Grilles			Addition and removal.
Siding	Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns, and balusters or architectural details with new materials that are identical to the original.		Applications of any simulated materials, aluminum siding, plastic siding, etc.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Siding Removal		Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired and repainted to original condition.	
Signs	Repair of existing signs when signs meet City Code. Temporary signs – real estate, political, removal of signs.		New permanent signs.
Skylights			Any installations.
Stair or Steps (See Porches, Steps)			
Storefronts	Repair or replacement of existing with same materials and colors.		Remodeling of storefronts which results in new or different door, storefront or window placements or use of materials different from existing. Restorations of original storefronts using documented photos or other references. Construction of new storefronts.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Storm Doors, Storm Windows, Screen Windows	Addition or replacement if it matches trim and does not obscure details (full view).		Other additions.
Street Furniture	Replacing existing furniture in same material, temporary benches or trash receptacles.		Permanent placement of benches, street lights, kiosks, fountains, bollards.
Stucco	Repair of existing stucco.		Addition of stucco to any previously unstuccoed surface.
Trees	Removal of trees which are outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree, and which are less than 12 inches in diameter measured at 4 feet above ground.	Pruning of trees (leaving stubs less than 3 inches in diameter) 12 inches and over in diameter measured at 4 feet above ground within street rights-of-way or within 15 feet of the street pavement measured to the center of the tree.	Removal of healthy trees from street rights-of-way or within 15 feet of the street pavement, measured to the center of the tree. Removal of healthy trees 12 inches and over in diameter measured 4 feet above ground from areas outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Trees (Continued)		Removing trees which are severely damaged, severely diseased, or dead trees from street rights-of-way or within 15 feet of the street measured to the center of the tree, with the applicant providing a recommendation from a tree surgeon, landscape architect, or Agricultural Extension Agent (staff shall refer disputes to the Historic Preservation Commission).	Tree topping. Removal of more than one-third of green surface of canopy, or leaving stubs larger than 3 inches in diameter.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Trees (Continued)		Removing trees which are severely damaged, severely diseased, or dead trees from areas outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree, which are 12 inches and over in diameter measured at 4 feet above ground, with the applicant providing a recommendation from a tree surgeon, landscape architect, or Agricultural Extension Agent (staff shall refer disputes to the Historic Preservation Commission).	
Utility Work (See Public Right-of-Way improvements)			Major utility work that would impact such items as tree canopies, streetlights, sidewalks, curb and gutters, etc.
Waterproof Coatings on Original Masonry	Clear waterproofing.		All opaque masonry coatings.

Type of Work:	No Approval Required For:	Planning Department May Extend Approval For:	Commission Hearing and Approval Required For:
Windows	Repair of windows.		Replacement/changes in window design. Removal of original windows, window components and changes in the window openings. Addition of shutters not original to building and stained glass windows.